



# Records Clerk Yellowstone County

## Equal Opportunity Employer

*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

Posting Date: October 16, 2017

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

FLSA: Non-Exempt

Union Status: MPEA

Department: Clerk & Recorder's Office

Grade: C

Salary: \$12.89 per hour

## **ACCEPTING APPLICATIONS UNTIL 5:00 P.M. ON OCTOBER 27, 2017**

### **FUNCTION:**

Full-time position, which receives, indexes, files and performs searches for land records and associated documents; regularly assists the public in purchases of records and recordings in the Clerk & Recorder's Office; does related work as required.

### **REQUIRED:**

- Graduation from high school or G.E.D; **and**
- One (1) years' experience in the performance of office clerical duties or secretarial duties, including customer service tasks and data entry and/or computer usage; **or**
- Any equivalent combination of education and experience.
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### **DESIRED:**

- Knowledge of property records including deeds, mortgages, liens and/or recordable documents, including the legal requirements for recording these documents;
- Experience in a Clerk & Recorder's Office, Land Records Office or Title Company.

*Job description available upon request.*

### **TO APPLY:**

**Submit by 5:00 pm on October 27, 2017;**

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse **or** to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

**NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.